

## **Division of Hospital Services** **Internship Program**

### **Program Description:**

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Hospital Services is designed to offer both undergraduate and graduate students the opportunity to participate in: the administration and oversight of psychiatric inpatient services funded by the state of Tennessee, the development and implementation of technology packages, contract/budget management and solving complex mental health system issues. Interns are given the opportunity to gain solid work experience that covers the spectrum of public health opportunities, including program development and implementation, data analysis and interpretation, interpretation of mental health law, policy formulation, etc. In addition to their day-to-day assignments, interns will have the opportunity to network and establish relationships within Tennessee's behavioral health community that may assist with maximizing their career goals.

### **Program Qualifications:**

TDMHSAS - Division of Hospital Services is seeking interns with a broad range of backgrounds, including but not limited to: healthcare administration and human services fields. Candidates should be familiar with the Microsoft Office Suite Software and Internet research techniques. Undergraduates who are completing their senior year and graduate students will be considered.

### **Duration of Assignment:**

Internship durations and requisite number of hours per week may vary based on the program requirements of the participating agency and the individual needs of the student.

### **How to Apply:**

To apply please send the following to Kristen Tabor, Administrative Assistant, TDMHSAS -Division of Hospital Services at [Kristen.Tabor@tn.gov](mailto:Kristen.Tabor@tn.gov):

- Resume' or CV
- A letter that indicates why you are interested in an internship with this office, contains a brief description of your qualifications, and identifies your availability including the expected duration of the internship and how many hours per week you are available.

### **Compensation:**

This is an unpaid internship.

### **No phone calls please**

*TDMHSAS is an AA/EEO/ADA employer*